

**ARTICLE 11**  
**ADMINISTRATIVE OFFICER-OF-THE-DAY**  
*Revised February 2007*

**51110.1 Policy**

The Warden or Regional Parole Administrator (RPA) shall be responsible for the implementation of the Administrative Officer-of-the-Day (AOD) procedure. An AOD shall be assigned at institutions and parole regions during non-business hours. The AOD shall maintain the authority and responsibility for making administrative decisions and disseminating information regarding serious incidents in the absence of the Warden or RPA.

**51110.2 Purpose**

To standardize the AODs functions, authority, duties, and responsibilities where appropriate.

**51110.3 Responsibility**

The AOD shall be an administrative staff member, possessing managerial experience and authority to make decisions in the absence of the Warden or RPA. The AOD shall be responsible for ensuring administrative requirements are met and appropriate notifications are made relative to operational issues during other than normal duty hours.

Those staff designated as AOD shall not hold a classification level less than CC-III or PA-III.

The below listed classifications will be assigned the functions of the Institutional AOD:

Correctional Administrator

Prison Industries Authority Administrator

Prison Industries Authority Manager

Facility Captain

Correctional Captain

Correctional Counselor III

Correctional Business Manager I & II

Correctional Plant Manager I & II

The below listed classifications will be assigned the functions of the AOD for the parole region:

Parole Agent III

District Administrator

Assistant Regional Parole Administrator

**51110.4 Administrative-Officer-of-the-Day Duty Schedule**

Wardens or RPAs are normally exempt from AOD duty; however, they may serve as AOD if needed. Wardens shall publish the AOD assignment schedule in advance, every six (6) months. RPAs shall publish the AOD assignment schedule in advance, every three (3) months. The AOD schedule shall specify the name and period of time that each AOD shall be assigned the duties.

The Chief Deputy Warden shall not be required to be assigned to the AOD rotation schedule, but may elect to participate in the AOD rotation schedule.

The Deputy Regional Parole Administrator shall not be required to be assigned to the AOD rotation schedule, but may elect to participate in the AOD rotation schedule.

- Any anticipated change in the AOD assignment schedule shall be approved in advance by the Warden or RPA or their designee.
- AOD personnel may be permitted to "trade" assignments. The "trade" arrangement between AODs shall be submitted in memorandum form to the Warden or RPA not less than 24 hours prior to assigned tour of duty.

- The AOD period of duty shall commence at 5:00 PM Friday and shall conclude at 5:00 PM the following Friday. Should a holiday fall on a Thursday and/or Friday, the AOD duties shall commence at 5:00 PM on the last business day preceding the holiday period.
- Each designated AOD shall familiarize themselves with the duties and responsibilities unique and particular to their own institution/region instruction packet.

#### **51110.5 Training**

Wardens or RPAs shall assure all new AODs are provided with the proper training, and job orientation, including, but not limited to, the following:

- AODs are not required to be peace officers. However, they shall be required to attend Penal Code (PC) 832 training as an orientation in the responsibilities and expectations of institution/parole region peace officer staff. The PC 832 training shall in no way be intended to train non-peace officer AODs to perform peace officer duties.
- Prior to participation in the 832 PC firearms range training, the current employer shall determine that the non-peace officer AOD is not disqualified from possessing or use of a firearm pursuant to PC 12021 and 12021.1. This shall be accomplished through the submission of fingerprints to the Background Investigation Unit for criminal record checks with the State Department of Justice and the Federal Bureau of Investigations.

In addition to the above training the AOD should be knowledgeable of the following procedures relative to their duties as the AOD:

- Institution/region procedures.
- Disturbance Control Plan.
- Crime/Incident Reports (institutions).
- Field Incident Reports (parole region).
- Firearms.
- Chemical agents.
- Escape pursuit plan.
- Employee relations/grievances/discipline.
- Information Practice Act.
- Transfer of inmates/parolees and emergency parolee outpatient care therapist contacts.
- Any other procedures unique to their institution/parole region.

#### **51110.6 Instructional Packet**

Twice annually, Wardens or RPAs shall meet with all staff designated as AODs to discuss and explain expectations and duty requirements.

An AOD instructional packet shall be developed for each institution and parole region. The packet shall include specific examples of:

- Situations and how they are handled.
- Departmental/institution/parole region changes.
- Current inmate/parolee functions.
- Activities involving guests and outside agencies.

The packet shall provide a list of home telephone numbers of the following:

- Administrative staff.
- Appropriate outside agencies.
- Medical facilities.
- Police/sheriff departments.

- Institutional AODs.
- Departmental AODs.
- Unit Supervisors.
- Assistant Unit Supervisors.
- District Administrators.
- Parole Agents.

#### **51110.7 AOD Equipment**

The AOD shall be provided with a cellular telephone for the duration of their assignment, and a state vehicle shall be made available upon the request by the institutional AOD. In circumstances when cellular telephone services are not available, the institutional AOD shall be provided an electronic paging device during their AOD assignment.

An electronic communication device (pager unit) shall be provided to all parole AODs to facilitate communications.

#### **51110.8 AOD Duties/Responsibility**

The institutional and parole AOD shall become familiar with any special circumstances or existing situations occurring at the institution or parole region prior to assuming the AOD duties.

Staff serving as the institutional AOD shall have a face to face briefing either between the off-going and on-coming AOD or the on-coming AOD and the Warden/Deputy Warden shall occur to exchange pertinent information and equipment.

Staff serving as the institutional AOD will not be required to visit the institution on the weekends and holidays unless special events, operational needs, or emergencies require the AOD to respond. The institutional AODs will remain on-call during these periods.

The requirement to visit the institution for special events/operational needs is at the discretion of the Warden or other appropriate command authority. Such events might include, but are not limited to:

- Periodic review of visiting.
- Institution construction activity.
- Activation of the Emergency Operations Plan or other institutional emergencies.
- Calculated uses of force such as a cell extraction.
- Release or intake of a high notoriety case inmate.
- Visitation of outside groups to the institution, etc.

The institutional AOD shall attend the weekly executive staff meeting and present a summary of the events that occurred during their tour of duty.

In all circumstances or incidents of a serious nature where the institutional AOD is contacted regarding an institution incident, he/she shall communicate the incident, action taken, and current status of the situation to the Warden.

On the first working day following the incident the institutional AOD shall gather all CDCR 837 Crime/Incident Reports or notice of unusual occurrences that are completed by the watch commander. As required by local procedures, a written report shall be prepared for the Warden.

In all circumstances or incidents of a serious nature where the parole AOD is contacted regarding a region incident, he/she shall communicate the incident, action taken, and current status of the situation to the RPA, or their designee, on the first working day following the incident. A written report shall be prepared and submitted within twenty-four (24) hours of the incident regarding AOD contacts.

On the first working day following the incident, the Unit Supervisor of the responsible parole unit shall gather all of the CDCR 1662, Field Incident Reports or notices of unusual occurrences that are completed by parole staff. As required by local procedures, a written report shall be prepared for the RPA.

#### **51110.9 Administrative Officer-of-the-Day/Watch Commander/Unit Supervisor Relationship**

The AOD shall not be involved with the daily supervision of institution/parole region operations during normal business hours. This shall be the responsibility of the watch commander or the parole unit supervisor.

During other than normal business hours, on weekends and holidays, the institutional AOD shall be contacted by the watch commander when any unusual incident/situation occurs. The institutional AOD shall determine from the information provided by the watch commander the amount of staff/resources the watch commander may need to establish and maintain control of the situation. The institution AOD shall serve to coordinate a resolution of the situation with the watch commander.

The parole region AOD shall be contacted when any unusual incident/situation occurs and when the Unit Supervisor is not available. From the information provided, the parole region AOD shall determine the necessary staff/resources, outside agencies, and other resources required to establish and maintain control of the situation.

Should a difference of opinion exist in the course of action to be taken, the institutional AODs decision shall prevail. The watch commander shall report their dissenting opinion in writing to the Warden on the next working day.

The relationship of the watch commander and the institutional AOD shall be one of a supportive team effort, resulting in the best judgment of all combined to effectively handle any incident/situation.

#### **51110.10 Administrative Officer-of-the-Day Contact Responsibilities**

The watch commander shall contact the institutional AOD on questions of policy, visits of politicians, media request, court orders requesting release of inmates, and all matters of unusual occurrences. Accurate information, details, and recommendations shall be provided by the watch commander to enable the AOD to make sound decisions and complete necessary reports.

#### **Administrative Officer-of-the Day Contacts: Serious Injury or Death**

The institutional AOD shall be contacted in all incidents involving, but not limited to:

- Death.
- Serious injury of staff or inmates.
- Escapes.
- Calculated Use of Force incidents.
- Serious disturbances.
- Felony assaults.
- Loss of keys to security areas.
- Other items outlined in each institution instructional packet.

When the watch commander is unable to contact the institutional AOD, notification of an incident shall be communicated to the Warden or their designee.

It is the responsibility of each AOD to keep the watch commander/parole re-entry standby agent informed of their whereabouts during their tour of duty.

#### **51110.11 Written Reports**

Incidents justifying an AOD contact shall be documented in writing by the watch commander/re-entry stand-by agent on an AOD contact report or an unusual occurrence report. The watch commander/parole re-entry standby agents shall obtain available information and prepare a factual report concerning the incident. All written reports by the watch commander/parole re-entry standby agent shall be completed prior to the conclusion of their watch/tour of duty.

Incidents/events occurring during non-business hours and deemed serious in nature, which are of public or departmental interest, shall be reported to the departmental Duty Officer by the institutional AOD. Following a departmental Duty Officer contact, the AOD shall prepare a written report concerning the contact to the Warden, prior to the start of the business hours of the next working day.

#### **51110.12 CDCR Form 837 Crime/Incident Reports**

The CDCR Form 837, Crime/Incident Report is the institutions initial written report to central office that an incident of departmental interest has occurred. It is essential that all information available at the time of the incident be entered into this report and should be completed in accordance with the DOM, Section 51030.

#### **51110.13 CDCR Form 1662, Field Incident Report**

The CDCR Form 1662, Field Incident report is the parole regions initial report to the Division of Adult Parole Operations that an incident of departmental interest has occurred. It is essential that all information available at the time of the incident be entered into this report and should be completed in accordance with the DOM Sections 81030, 81040, and 81050.

#### **51110.14 Revisions**

The Director, Division of Adult Institutions and the Director, Division of Adult Parole Operations, or their designee shall be responsible for ensuring the contents of this section are current and accurate.

#### **51110.13 References**

CCR §§ 3276, 3291, 3335-3337, 3357, 3380-3384, 3384, 3450-3452

DOM, Sections 51030, 81030, 81040, 81050

PC §§ 830, 832.2 (f), 830.5 (a) and (b)

ACA Standards 4-4206, 4-4208, 4-4210